

Kentucky Association of State Extension Professionals

Minutes of March 11, 2011 Annual Meeting

Presiding: Alison Davis, President
Location: Goodbarn, UK Campus

Minutes recorded by: Leslie McCammish, Secretary

Alison opened meeting with greetings and the announcement that nominations for officers and board members are due by May 11th meeting. We will be searching for a President Elect, Treasurer, and 4 board members. Dean Smith addressed the group explaining that UK will offer raises up to 3% but at a cost, because they are unsure where funding will come from. Dr. Henning and Dr. Holmes brought greetings and then the discussion session began.

Round table discussions were set up to allow members to discuss KASEP and its role and how it could improve or better serve them.

The groups were first broken down by experience (less than 10 years and more than 10 years). The two main questions presented to the groups were What do you believe KASEP's function is? AND How can KASEP be of value to you?

Results of the Discussions:

1. What do you believe KASEP's function is?
 - To represent specialists and associates
 - To connect with the Extension network which serves the counties
 - To provide collaboration between departments
 - To provide opportunities to network with other Extension people
 - To focus on Extension
 - To be the voice of specialists with administration
 - To connect with other entities of the university
 - To enhance communication and collaboration between personnel at UK and KSU
 - To provide assistance to members as they navigate promotion/tenure process
 - To provide orientation for new Extension personnel (faculty, specialists, and associates)
2. How can KASEP be of value to you?
 - Above responses
 - Offer guides into the Extension life and structure of UK and KSU, as they are different. Also provide listing of programs each offer with contact name and info.
 - To provide something that members can't/aren't getting through other university systems
 - Offer mentoring program
 - Create a welcome package to help explain Extension structure and offer assistance in decoding the abbreviated names used so often.
 - At annual meeting allow displays to be set up by different departments

Concerns voiced:

- There is a disconnect or lack of understanding of the tenure process by some Extension personnel. (Perhaps helpful sessions are being provided by some departments but word of that assistance isn't reaching those who need to know.)
- Some department chairs have very limited understanding of Extension.
- There is no central system of notification when new Extension faculty, specialists or associates are hired. (It is difficult for KASEP to know when new personnel are hired; Martha Nall has also expressed that Program/Staff Development is not notified on a consistent basis either.)

Ways KASEP might help:

- Educate those with split appointments on the land grant system and Extension's mission.
- Compile a directory of KASEP members which includes information beyond department—include such things as their current/previous research projects, areas of interest that are not obvious, areas of interest for collaborative projects, connections to other institutions/researchers (who knows who).
- Provide orientation for new Extension personnel
- Offer guides into the Extension life and structure of UK and KSU, as they are different. Also provide listing of programs each offer with contact name and info.
- Allow time at meetings for departments to give updates and or possible allow a message board for announcements and questions

Next the groups were broken down by Associates and Specialists.

The two main questions that were presented to the second groups were: During your tenure in Extension, challenges or obstacles could KASEP have helped you to address? And For what future opportunities do you foresee KASEP being able to help you?

Results of Discussions:

1. During your tenure, what challenges or obstacles could KASEP have helped you to address?
 - Provide short learning sessions on topics that we don't get from other sources
 - How adults learn
 - Best practices for teaching Extension audiences
 - How to do distance learning effectively
 - Changes in information delivery
 - Cutting edge techniques
 - Opportunities to connect with/understand county work (like what's a county judge got to do with Extension?)
 - Opportunities to network/learn from each other
 - Opportunities to learn/understand "administration" in department, college, university
 - Having someone to mentor me through the promotion/tenure process
 - When seminars on tenure are offered by UK, it would be helpful if KASEP became involved in getting the word out that these are being held, especially to those who do not work on campus

- Compile a list of KASEP members who have succeeded in navigating the promotion/tenure process (or have served on a tenure committee) and are willing to mentor others through the same
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2. For what future opportunities do you foresee KASEP being able to help you?
- Changes in information delivery
 - Opportunities to be recognized for doing meaningful work
 - Would like for KASEP to continue to be involved in searches for high level Extension positions (e.g., KASEP was involved in the search for Ext Director when Dr. Henning was appointed)
 - Consider initiating cross disciplinary mentor system to match Extension person with someone in another department/discipline.
 - Presentations on research projects that are going on throughout the college
 - Grants—how to write proposals, find others interested in collaborating, how to manage grants once you get them
 - Provide additional follow up on Martha Nall's orientation for Extension personnel
 - Retirement—would like to learn how to navigate that process from those who are currently going through it or have recently completed it. Learn to avoid pitfalls.
 - Opportunities to learn from HR personnel in local companies (we don't hear about the world outside of the university)
 - How can we get to know/bond with Extension agents
 - Promote idea of KASEP members spending time with county agents/specialists in other departments.

General ways KASEP can help:

- How do you get a car from the motor pool
- What Extension reports am I expected to do
- Offer a manual to assist new people on how to report on Catpaws, how to rent a car, explain to them about Ag Comm and their process and what's available. (Martha Welch may have a personnel manual we can build on)
- develop contact list for each area and have the contact encourage membership in their department
- offer anonymous question box

Plan of work for KASEP

1. Directory of KASEP members
2. Host a meeting/create opportunities for non-Extension faculty to learn more about Extension
3. Include an educational portion in each meeting
4. Provide orientation to Extension for new KASEP members (set new folks up for success)

5. Provide orientation on how Extension “really” operates out in the county. (Who are the stakeholders, how is county government involved, issues gathering process, how campus personnel can effectively assist county staff, etc.)
6. Set all meeting dates for the entire year at the beginning of the year so these can be placed in individual’s calendar.
7. Adopt idea of question/suggestion box at each meeting

After the group went over everyone’s round table results lunch was served, the awards ceremony began.

Award Winners:

- a. [M.D. Whiteker Award for Excellence in Extension](#) – Doug Overhults
 - b. [Outstanding New Extension Faculty Award](#) – Tim Coolong
 - c. [Outstanding Extension Specialist Award](#) – Jackie Walters, FCS Nutrition
 - d. [Outstanding Extension Associate Award](#) – Jacqueline Jacob, Poultry Ext Assoc
- a. [Outstanding Project Award](#) – The Kentucky Poultry Energy Efficiency Project
 - b. [Outstanding Program Award](#) – the Kentucky Alfalfa Conference

Dr Henning also handed out recognition of years of service awards.

Next a movement was made to accept the By-law updates created by the Bylaw committee headed by Donna Fox and the motion to accept was made by Louie Rivers and Pam Sigler 2nd.

A reminder was given to sign up for the KASEP meeting at KSU for May 11, 2011.

Meeting was adjourned 1:15.